

## General Deductions

**Introduction** In EHRP, capturing information for general deductions (i.e., CFCs, TSP loans, union dues, and allotments) is a one step process. HR staff must enter information into the **General Deduction Data** page in the **Maintain Payroll Data** area of the system for purposes of the payroll interface.

This section is primarily concerned with the steps involved in entering information on the **General Deduction Data** page. This section contains three procedures. The first corresponds with starting general deductions, the second pertains to changing general deductions and the third is related to stopping general deductions.



*NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.*

|                                    | Start   | Change  | Stop  |
|------------------------------------|---|---|---|
| <b>General Deduction Data Page</b> | <ol style="list-style-type: none"> <li>1. Insert row if necessary</li> <li>2. Enter <b>Effective Date</b></li> <li>3. Enter general deduction data</li> </ol> | <ol style="list-style-type: none"> <li>1. Insert row</li> <li>2. Enter <b>Effective Date</b></li> <li>3. Modify general deduction data</li> </ol> <p>*(Note: A Change to a CFC requires a stop and then a start.)</p> | <ol style="list-style-type: none"> <li>1. Insert row</li> <li>2. Enter <b>Effective Date</b></li> <li>3. Enter <b>Deduction End Date</b></li> </ol> |

**Navigational Path** Home ➔ **Compensate Employees ➔ Maintain Payroll Data (USF)**  
Use ➔ **General Deduction Data**

### Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

### Procedure

#### STARTING AN EMPLOYEE'S GENERAL DEDUCTIONS.

The following steps detail the procedure for entering general deduction data.

1 Follow the navigational path:

Home → Compensate Employees → Maintain Payroll Data (USF)  
Use → General Deduction Data

2 Select the desired employee.

The following page appears:

PEOPLE Soft

Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data

General Deduction Data

Rodriguez, Anna Lucia ID: L00001

Company: DC Office of Policy Development

General Deduction

Deduction Code: LALOT1

Deduction Details

Effective Date: 05/01/1997

Distribution Cd:

Deduction Calculation Routine: Flat Amount

Deduction End Date:

Loan Interest %:

Goal Amount: \$9,000.00

Ded. stopped by Self Serv User

This data was last updated by Online Opr on 04/25/2001

Take on all Paygroups

Deduction Rate or %:

Flat/Addl Amount:

Current Goal Balance: \$8,596.46

Save Return to Search Update/Display Include History Correct History

*NOTE: If there is previous data in the page, insert a row in the **General Deduction Box**, as indicated by the arrow above.*

3 Make the appropriate entry in the **Deduction Code** field.

| Description                                  | Deduction Code |
|--|----------------|
| <u>Direct Deposit Allotments</u>             |                |
| Employee Allotment 1                         | ALOT1,         |
| Employee Allotment 2                         | ALOT2,         |
| Employee Allotment 3                         | ALOT3          |
| <u>TSP Loan Repayments</u>                   |                |
| Administer TSP                               | ADTSP,         |
| Administer TSP Loan 2                        | ADTSP2         |
| <u>Child and Spousal Support</u>             |                |
| Child Support Allotment                      | ALOT4,         |
| Spousal Support Allotment                    | ALOT5,         |
| Spouse/Child Support Allotment               | ALOT6          |
| <i>NOTE: These are voluntary allotments.</i> |                |

|   |                                      |
|---|--------------------------------------|
| Union Dues                                | Bargaining Unit's four-position code |
| Combined Federal Campaign                 | CFC                                  |
| Tax Lien*<br>Suspense*<br>Travel Advance* | TXLIEN<br>SUSP<br>ADVTVL             |
| *   |                                      |

## Employee Allotments



EHRP configuration permits a total of three allotments to be selected on an employee's record at any given time. Given this condition, an employee may have three savings allotments active (e.g., ALOT1, ALOT2, and ALOT3), and then may select **one** of the three voluntary child and spousal support allotment options. Be sure to review all current active allotments to verify that the employee does not have more than their authorized amount of allotments.

## Procedure (cont'd)

In the **Deduction Details** area of the page, enter the **Effective Date**.

*NOTE: Two actions cannot have the same effective dates. For example, the coverage will terminate at midnight on Day 1 and the new effective date will begin at 12:01 AM on the following day.*

4

If making a Combined Federal Campaign deduction, make the appropriate entry in the **Distribution Cd (Code)** field.

*NOTE: These are standard OPM-delivered digit codes and are pre-printed on the enrollment form.*

*Note: Distributios Code for Tax Lien, Suspense and Travel Advance is "0000".*

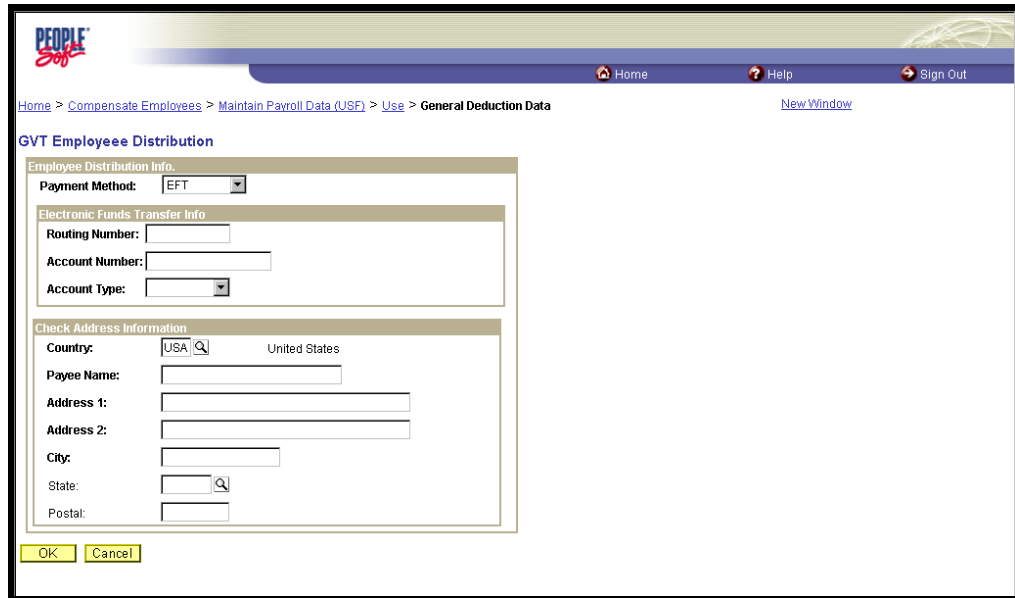
5

Select the appropriate entry from the **Deduction Calculation Routine** dropdown menu.

*NOTE: This entry should be "Flat Amount," except for National Union Dues, wherein the entry should be left as the default, "Default to Deduction Table."*

6

If entering a TSP or allotment, click the **Distribution Information** hyperlink. The following sub-page appears:



7 “EFT” defaults in the **Method of Payment** field.

8 Enter the **Routing Number**.

9 Enter the **Account Number**.

*NOTE: For TSP Loans, this is provided in the document provided by the Thrift Savings Board.*

10 For TSP loans, select “Savings.” For Allotments, select “Savings” or “Checking” for the **Account Type**.

11 Click **OK** to return to the **General Deduction Data** page.

12 Enter the end date whereupon the deduction is to terminate in the **Deduction End Date** field.

*NOTE: This date, if entered, should be the last day of the pay period in which the employee wishes to terminate the deduction.*

*NOTE: The CFC runs on a 26 pay period schedule and all CFC contributions cease after the 26<sup>th</sup> pay period, employees must re-elect their CFC contribution (and the destination of their funds thereof) on a yearly basis. Accordingly, there is no need to enter an end date for CFC contributions.*

13 Enter the amount per pay period that the employee will send to the previously entered destination in the **Flat/Addl (Additional) Amount** field.

*NOTE: For National Union Dues, leave this field blank.*

*NOTE: If there are additional deduction codes to be entered at this time, return to step one of this procedure and repeat as needed.*

14 Change the **PAR Status** according to your role.

15 Click  .

## Procedure CHANGING AN EMPLOYEE'S GENERAL DEDUCTIONS.

The following steps detail the procedure for entering general deduction data.

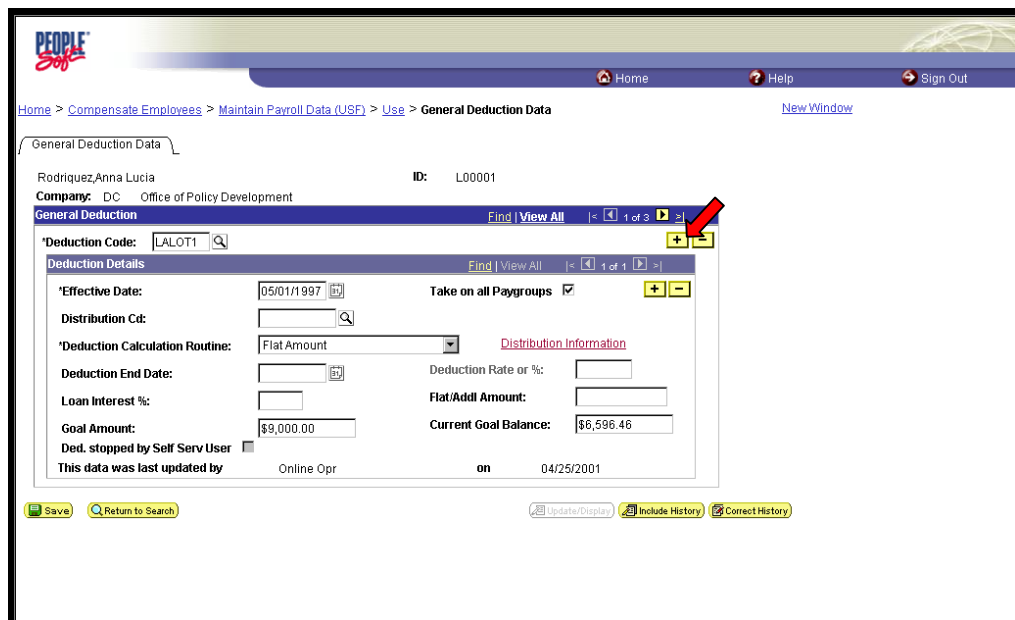
1 Follow the navigational path:

Home → Compensate Employees → Maintain Payroll Data (USF)  
Use → General Deduction Data


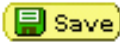
2 In the **Search By** field, select either “Name” or “EmplID”.

3 Type the appropriate employee information based on the Search By field selected

The following page appears:



The screenshot shows the 'General Deduction Data' form in the PEOPLE Soft system. The form is for employee Rodriguez, Anna Lucia (ID: L00001) from the DC Office of Policy Development. The 'Deduction Code' is LALOT1. The 'Effective Date' is 05/01/1997. The 'Distribution Cd' is empty. The 'Deduction Calculation Routine' is set to 'Flat Amount'. The 'Deduction End Date' is empty. The 'Loan Interest %' is empty. The 'Goal Amount' is \$9,000.00. The 'Ded. stopped by Self Serv User' checkbox is checked. The 'Current Goal Balance' is \$6,596.46. The form also includes a 'Take on all Paygroups' checkbox which is checked. The bottom of the form has buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

- 4 Place the cursor in the **Deduction Code** field of the deduction that is to be changed.  
  
*NOTE: There may be multiple rows of **Deduction Code** entry. If there is uncertainty as to which row is needed, click the **View All** hyperlink to see all rows at the **General Deductions** level on a single page.*
- 5 Click  in the **Deduction Details** Box, as indicated by the arrow above, to insert a new row.
- 6 Enter the **Effective Date** of the change.
- 7 Navigate to the appropriate field(s) and make the appropriate modification(s).
- 8 Click .

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**Procedure**      **STOPPING AN EMPLOYEE'S GENERAL DEDUCTIONS.**

The following steps detail the procedure for entering general deduction data.

- 1 Follow the navigational path:  
  
Home ➔ Compensate Employees ➔ Maintain Payroll Data (USF)  
Use ➔ General Deduction Data
- 2 In the **Search By** field, select either "Name" or "EmplID".
- 3 Type the appropriate employee information based on the Search By field selected

The following page appears:

- 4 Place the cursor in the **Deduction Code** field of the deduction that is to be stopped.

*Note: There may be multiple rows of **Deduction Code** entry. If there is uncertainty as to which row is needed, click the **View All** hyperlink to see all rows at the **General Deduction** level on a single page.*

- 5 Click  in the **Deduction Details** Box, as indicated by the arrow above, to insert a new row.

- 6 Enter or modify the **Deduction End Date**.

*NOTE: The legacy pay system will stop the deduction in the pay period that it receives this action.*

- 7 Click .



## PAY ACTIONS

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